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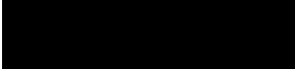
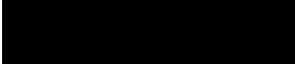
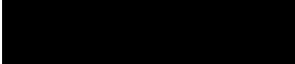
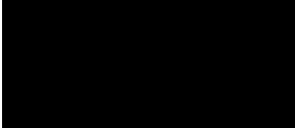
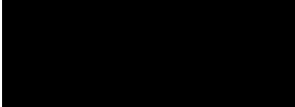
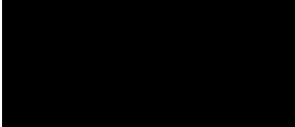
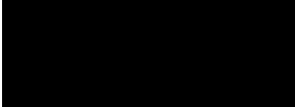
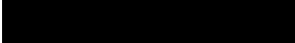
Chief, Administrative Staff, ORR

7 November 1956

Administrative Assistant, D/M/RR

Discrepancies in Leave Balances - Allotment 5704

It is requested that a re-audit be made of the Official leave statements on the following individuals who have annual leave which will be lost if not taken by the end of the calendar year. It is, therefore, necessary that these leave balances be corrected:

1.  - Wishes a recheck for verification of large discrepancies.
2.  - Discrepancies of 58 hrs to be carried over between 31 Dec. 1955 & 31 Dec. 1956.
3.  - A recheck is necessary to determine if 106 hrs are to be used before 12 Jan 57.
4.  - Transferred to Agency from another Gov't. Agency and leave taken in first week of Jan 56 should not be charged to 1956 leave.
5.  - Wishes re-audit of annual and sick leave. Carry-over differs from previous statements.
6.  - His 15 yrs. of service was not reflected in the statement, therefore, the number of hrs. which are to be used by 12 Jan 57 is not correct.
7.  - You show her having a total of 27 hrs annual leave and that a 192 hrs to be used by 12 Jan 57.
8.  - Completed 15 yrs. of service 14 Jul 56 was not reflected in the annual leave.

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Distribution

O&L - Addressee

1 - D/M/RR

1 - chrono

D/M/RR/rmr:3137 (7 Nov 56)

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